



**CITY OF HIALEAH
DEPARTMENT OF PARKS AND RECREATION
FACILITY RENTAL PERMIT APPLICATION**

A facility rental is defined as a rental of one of the park facilities overseen by the Department of Parks & Recreation for purposes of parties, gatherings, shows, exhibitions, sporting events or activities, tournaments, and other similar events, whether operated totally outdoors, temporarily within City recreation or community centers, on stage, under tents or with the use of temporary structures, to which friends and family, members of the public and/or outside organizations are invited to or participate in events, activities, sports, or the like. To ensure the safety of our residents and to maintain the quality of life of our community, the City of Hialeah must approve all rental inquiries prior to any event or activity taking place.

Application Submittal Process

- Submit completed application, along with all required documents, to the Department of Parks & Recreation at least three (3) weeks prior to your rental date. Facility rentals may only be applied for at a maximum of six (6) months in advance. Facility rentals may only be applied for at a maximum span of three (3) months at a time.
- Once all documents are submitted, the application must be reviewed and approved by the Department of Parks & Recreation prior to a permit being executed.
- During the review period, staff will verify all submitted documents and check with the requested facility for availability. It is the responsibility of the applicant to answer any questions/comments that are addressed electronically by the Department. It is imperative that the applicant supply a valid email address when submitting the application so that proper communication is made.
- Once the application is completely reviewed and all questions/comments have been addressed, the application will receive approval by a designee of the Parks division, as well as, the Recreation division.
- Upon receiving approval, the applicant and the facility's Center Director will finalize a permit listing specific guidelines, dates and times, amenities being used, and other details pertaining to the rental.

Required Documentation

The following list of documentation is required for all rentals. It is the discretion of the City of Hialeah to waive any required documentation. If any of the applicable requirements are not submitted with the application, the application will be considered incomplete and disapproved.

- I. Facility Rental Permit Application
 - To be submitted at least three (3) weeks prior to the rental date.
- II. Hold Harmless Agreement
 - Located on the final page of this application.
- III. Proof of Residency or Business
 - Sufficient proof can be utility bill, occupational license, business tax receipt, etc.
- IV. Certificate of Insurance (C.O.I.)
 - A certificate of insurance is only required if the rental involves a third-party service (DJ, caterer, entertainer, etc.), members of a sports league, academy or camp, for-profit organizations and non-for-profit organizations.
 - Certificate must list the City of Hialeah as additionally insured and as the certificate holder affording coverage for general liability with limits of \$1M per occurrence, \$1M policy aggregate, protecting from and against bodily injury and property damage, and affording coverage for premises and operations liability, and products liability.
- V. Certificate of Exemption *(Required only if claiming sales tax exemption)*
 - Only for non-for-profit organizations.
- VI. Pricing Guide *(Required only if charging for entry or items throughout rental)*
 - List of pricing per individual *(subject to approval from Department of Parks & Recreation)*

Staff & Field Setup Fees

Staff and/or field setup fees will be assessed by the park's Center Director if the rental requires park staff present and/or field setup to take place during the rental. For more information or an estimate on staff and field setup fees, please contact the Center Director of the facility you are interested in renting.

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Rental Applicant Information

Applicant Name: _____ Title: _____

Applicant Address: _____

Phone: _____ Email: _____

General Rental Information

Name of Facility: _____

TYPE OF RENTAL

- ☐ Birthday Party
- ☐ Baby Shower
- ☐ Wedding
- ☐ Athletics / Sports
- ☐ School Activity
- ☐ Business Gathering
- ☐ Community Function
- ☐ Other (Please Specify): _____

Estimated Attendance: _____

Purpose of Rental (be specific): _____

DATE(S)*(Please enter either a range of dates OR a list of dates)***RANGE**

From: _____ To: _____

OR**LIST**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TIMEFRAME*(Please enter the timeframe in which the rental will take place)*

Weekday Start Time: _____ Weekday End Time: _____

Weekend Start Time: _____ Weekend End Time: _____

QUESTIONNAIRE

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will your rental be open to the public? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be an admission fee to attend? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be sponsors present? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will this rental require the use of ball fields / hard courts? |
| <input type="checkbox"/> | <input type="checkbox"/> | If indoors, will this rental require the use of tables and chairs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the renter receiving compensation from attendees as a result of rental? |

Weather Policy

Fees will be process and field reservations must continue regardless of weather conditions. Severe weather conditions are exceptions. If the weather conditions are deemed unsafe by a City of Hialeah employee, the rental fee will be refunded upon written request. Written request must be submitted to the Department of Parks and Recreation no later than two (2) business days after the event date.

If the applicant feels a weather forecast may have negative implications on the rental, written notice must be received at least two (2) business days prior to the rental date for any cancellations or rescheduling.

Rescheduling of the rental is subject to availability and only allowed at the City's discretion.

Terms & Conditions

By signing below, I acknowledge that I have read and fully understand the Facility Rental Permit Application, its guidelines and policies. I also acknowledge that all information listed in this application is true and that the submittal of this application is subject to approval by the Department of Parks & Recreation prior to receiving a permit.

Print	Sign	Date
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FOR OFFICE USE ONLY

_____	APPROVED / DISAPPROVED
Lizandra Macias, Parks Supervisor I Parks	

_____	APPROVED / DISAPPROVED
Steven Diaz, Facility Manager Recreation	



HOLD HARMLESS AGREEMENT

I, the undersigned, do freely agree to make the following contractual representations and agreements.

I acknowledge and understand that participation in any activities involve the risk of serious injury, including permanent disability and/or death and severe social and economic losses.

I acknowledge that I am subject to the limitations contained in Florida Statute, Section 768.28, I, the undersigned, shall indemnify and hold harmless the City of Hialeah, its officials, employees, agents, representatives and attorneys, from and against any and all claims, liabilities, losses and cause of action which arise out of or in connection with the usage of this facility, activities under this agreement, including all NEGLIGENCE or intentional acts or omissions to act on the part of myself, my organization or any person acting for or on its behalf, and from and against any orders, judgments, or decrees which may be entered and from and against all costs, attorney's fees, expenses incurred at the trial, appellate or administrative level or proceedings and liabilities insured in the defense of any claims or in the investigation thereof.

I, the undersigned, have read the above provision, fully understand its terms, and understand that I have given up substantial rights by signing this agreement and I acknowledge that I signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and I agree that, if any portion of this form is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

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Print

Sign

Date